



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CADASTRAL TECHNICIAN  
SENIOR CADASTRAL TECHNICIAN

Class No. 003822  
Class No. 003823

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■ CLASSIFICATION PURPOSE

To perform computer-aided drafting to prepare a variety of complex maps, including property ownership, land use, city and district maps; research and analyze various recorded documents and maps in order to establish property ownership; and identify, evaluate, and segregate/combine property; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Cadastral Technician:

This is the journey -level class in this class series. Under general supervision, incumbents verify, interpret, and update maps using legal descriptions and recorded documents; investigate and research data to define ownership and public agency boundary lines and assist customers in the research of maps and other records and documents.

Senior Cadastral Technician:

This is the lead/advanced journey -level class in this series. Under general supervision, the Senior Cadastral Technician assists the Cadastral Supervisor in assigning and delegating work, record keeping, report writing, developing new procedures, training technicians, and performing other duties of the section. This class is distinguished from Cadastral Technician in that the incumbents of this class perform the more difficult work assignments and review the work of other technicians. It is distinguished from the next higher class, Cadastral Supervisor, in that the latter is fully responsible for the production and supervision of a section and is assigned other division-wide duties.

The Cadastral Technician series is distinguished from the Drafting Technician series in that the work is more specialized and primarily responsible for the preparation and maintenance of maps and records for property assessment purposes. Positions in these classes are assigned only to the Mapping Division of the County Assessor's Office.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Cadastral Technician

Essential Functions:

1. Researches and analyzes legal descriptions, deeds, survey notes, maps, and various other recorded documents to identify and verify property boundaries, establish ownership, and segregate/combine property.
2. Prepares maps and records of property.
3. Researches, interprets, and disseminates information to the Master Property Records and Appraisers for land value assessment.
4. Assigns parcel numbers, tax rate areas, locations, and boundaries, which result from transfer of property or creation of new subdivisions.
5. Traces chain-of-title in property ownership.
6. Writes new legal descriptions.
7. Performs necessary algebraic and geometric calculations to compute parcel areas and calculate closure of surveys.
8. Interprets Federal and private surveys and maps in preparing assessor's maps.

9. Drafts boundary line adjustments, open space easements, closed traverses, street openings and closings, and other information on cadastral maps.
10. Performs Computer Aided Drafting (CAD) and utilizes the Geographic Information System (GIS) software.
11. Interprets and explains laws, procedures, and technical aspects of map preparation and assessment to other departments and agencies, attorneys, title companies, engineers, surveyors, and the public.
12. Reviews Local Agency Formation Commission (LAFCO) proposals for accuracy and recommends changes in legal descriptions to conform to local and State requirements.
13. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

#### Senior Cadastral Technician

All the functions listed above and

1. Acts as a lead worker.
2. Checks the work of other technicians.
3. Trains staff.
4. Performs the more difficult work assignments.
5. Resolves higher- level problems.
6. Handles special non-routine projects.
7. Writes letters of notification of invalid legal descriptions.
8. Pre-assigns assessor parcel numbers to tentative subdivision maps.
9. Represents the division at technical and procedural meetings.
10. Acts as a consultant on cadastral projects.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

The following apply to both classes:

- The principles, instruments, terminology, standards, and techniques used in cadastral map drafting.
- Legal descriptions, deeds, maps and other technical and legal documents used to identify property and establish property ownership.
- Mathematics, including algebra, geometry, and trigonometry, as applied to cadastral drafting.
- Computer Aided Drafting.
- Geographic Information System (GIS) software.
- County customer service objectives and strategies.

##### Skills and Abilities to:

The following apply to both classes:

- Read and interpret legal descriptions, deeds, survey data, tract descriptions, and existing maps.
- Write legal descriptions for property assessment and jurisdictional boundary use.
- Perform title searches to ascertain property ownership.
- Plot complete and accurate cadastral maps using Computer Aided Drafting (CAD), and Geographic Information System (GIS) software.
- Explain technical information to the public, including property descriptions, titles, deeds, boundaries, and other assessment matters.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.

- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### Senior Cadastral Technician

All the skills and abilities listed above and:

- Perform as a lead worker and accurately check the work of other technicians .

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

##### Cadastral Technician:

1. One (1) year of cadastral drafting experience in a California Assessor's Office at the level of Drafting Technician I as used in the County of San Diego, OR
2. Two (2) years of education or training at a college or trade school in drafting, engineering graphics, civil engineering or fine arts/technical illustrating, OR
3. One (1) year of the above education or training AND one (1) year of cadastral or civil drafting experience verifying, interpreting, and updating maps, in addition to drawing real properties from legal descriptions and recorded documents, OR
4. Two (2) years of experience as verifying, interpreting, and updating maps, in addition to drawing real properties from legal descriptions and recorded documents.

##### Senior Cadastral Technician:

1. Two (2) years of cadastral drafting experience in a California Assessor's Office, at the level of a Drafting Technician II or Cadastral Technician as used in the County of San Diego.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward movement of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 20 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

None Required.

##### Certification/Registration

None Required.

##### Working Conditions

Office environment; exposure to computer screens.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

##### Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: May 26, 1989**  
**Retitled: February 2003**  
**Revised: Spring 2004**

**Revised: June 15, 2004**

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Cadastral Technician (Class No. 003822)  
Senior Cadastral Technician (Class No. 003823)

Union Code: AE  
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Variable Entry: Y  
Variable Entry: Y